



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 01/19/2015	Employee Requisition Number <b>ER-15103</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ADMINISTRATIVE ASSISTANT</b>			
Pay Grade HG 9	Salary Range \$28,308-36,940	Classification Hourly	
Department: HEAD START	Location: Okmulgee	Location Code: 108	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>Works as a team member under the supervision of the Program Manager. Types a variety of correspondence and reports from hand written copy or rough drafts to produce final documents. Answers the telephone and determines the nature of the caller's inquiry; responds to inquiries concerning routine program services or activities and refers more difficult inquiries to the supervisor; takes and delivers messages for staff members who are not available when calls come in. Reviews incoming correspondence to ensure forms, applications and other in-house documents are properly completed; notifies supervisor of additional information needed or asks person submitting the forms for the supplemental information. Adheres to guidelines set in Muscogee (Creek) Nation Head Start policies &amp; procedures and the Muscogee (Creek) Nation policies and procedures and Federal &amp; State guidelines as related to Head Start.</p>
Principal Duties and Responsibilities:	<p>Operates a photographic copier to reproduce materials; collates and distributes copies to established procedures.</p> <p>Performs all other related duties as assigned by the Head Start Manager.</p> <p>Must attend all appropriate training, workshops, meetings as requested by the Manager.</p> <p>Must have a physical every year and an initial TB skin test.</p> <p>Maintains a cuff account of programs expenditures.</p> <p>Prepares a quarterly report of rate of expenditures to the Manager.</p> <p>Fiscal daily expenditures and updates the Manager on accounts.</p> <p>Assists the Manager with program budget.</p> <p>Keeps the program In-Kind Volunteer sheets and turns in reports to</p>



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	<p>contracts.</p> <p>Knowledge of programs allowable expenditures.</p> <p>Responsible for knowing and initiating budget modifications.</p> <p>Maintains a variety of administrative records such as purchase requisitions and check requests.</p> <p>Prepares check requests for program services.</p> <p>Maintains all accounting documents.</p> <p>Maintains CACFP and USDA reports.</p> <p>Has knowledge of principles and practices of accounting in order to maintain accurate records of program expenditures. Knowledge of business letter formats to answer general correspondence relating to department activities. Knowledge of program operations in order to compose correspondence and respond to inquiries relating to program services and regulations. Knowledge of a computerized system.</p> <p>Ability to operate a 10 key calculator in order to computer amounts on reports. Operate a typewriter or type correspondence and data on forms. Able to communicate orally in order to confer with the public. Able to operate a computer.</p>
Minimum Requirements:	High School Diploma with additional college course in office management or bookkeeping and one year experience in office management. Applicant must be skilled in word processing, data base, and spreadsheet software applications.
Preferred Requirements:	Associate Degree in Office Science or a related field.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

### Competencies:

<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.



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<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.

#### **Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs.      ☐ Up to 100 lbs.      ☐ Over 100 lbs.  
☒ Physical Exam Required

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles      ☐ Outside weather conditions      ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock      ☐ Vibration      ☐ Loud Noise

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.